



CHECKLIST FOR CLEANUPS

Information on this checklist is needed for the required Final Report Form. Refer to this sheet the day of the cleanup to ensure all required information is recorded.

- ☐ **Volunteer waiver/sign-in:** Ensure all volunteers sign a waiver form.
- ☐ **Number of volunteers:** Record the number of volunteers that participated in the entire project, including planning and organization.
- ☐ **Number of hours volunteered:** Record the total number of hours for all volunteers.
- ☐ **Size of area cleaned up:** For litter cleanups only. Mark area cleaned up on map provided by KLLCB.
- ☐ **Amount of litter/trash collected:** Record the number of bags or total pounds.
- ☐ **Amount of recyclables collected:** Separate recyclable items from trash and sort them by type. Record the number of bags or pounds for each type of material. For large items such as tires and appliances, record the number of each item.
- ☐ **Expenses:** For neighborhood cleanups only. Record item, company paid and amount.
- ☐ **Partnerships:** Record the name of each organization that participated in the cleanup.
- ☐ **Donations and in-kind contributions:** Record any items contributed to the cleanup. This includes meals, refreshments, equipment time, volunteer's vehicles, gasoline, printing of newsletters and flyers, trash bags, flowers, news releases, etc. Estimate the dollar value of each item donated. Include a copy of any flyer or news article developed for the cleanup.
- ☐ **Photograph the event:** Take photographs before, during and after the cleanup. Photos of volunteers picking litter up and showing how much litter was collected are preferred. Photos of neighborhood beautification such as painting or planting projects are not needed. Submit all photos by email. To receive the full grant amount photos must be submitted with the Final Report Form.
- ☐ **Other Information:** Record and submit any other information that may be useful to KLLCB.

For questions contact KLLCB: (402) 441-8035 or kllcb@lincoln.ne.gov

Thank you for keeping Lincoln and Lancaster County healthy and clean.